

**GCLM User Team  
Meeting Notes  
June 21, 2006**

**Attendees:** Beam, Doug (OFM); Castro, Rick (OFM); Hanson, John (CTED); Hontanosas, Del (CTED); McAuliffe, Kreighan (ECY); Stewart, Debbie (ECY); Zeiler, Gary (ECY)

**OFM Web Site:** <http://www.ofm.wa.gov/accounting/grants/default.asp>

**Next Meeting:** Wednesday, July 5, 3:00 pm – 5:00 pm, Point Plaza West 2<sup>nd</sup> Floor Large Conference Room

**Meeting Agenda for June 28, 2006:**

Approve June 21, 2006 Meeting Minutes  
Work Plan Review  
Status of RFI Letter, Questionnaire, Appendix A, Appendix B, and Appendix C  
Vendor Demonstration Dates and Sites  
Participants involved in Vendor Product Assessments and Demonstrations  
Questionnaire assessment criteria

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**Notes from June 21, 2006 Meeting**

1. Approved June 14, 2006 Meeting Notes.
2. Work Plan review / update
  - a. Presented the up-dated work plan. A section will condense when all the activities are completed. There were no changes to the work plan.
  - b. For vendor demonstrations Kreighan is out 9/15 thru 9/22 and Debbie is unavailable 9/11 thru 9/22.
  - c. The number of vendors to receive the RFI is reduced from 32 to 30. Northrop Grumman did not have any grant information on their web site. The Digital Footbridge web site was unavailable.
3. The Project Ground Rules were approved. The Project Ground Rules will be added to the OFM Web Site (see top of this document for URL).
4. RFI Letter, Questionnaire, Appendix A, Appendix B, and Appendix C
  - a. OFM Contracts approved the five documents.
  - b. Appendix C will continue to be up-dated. Appendix C will be available to vendors in the current state.
  - c. The RFI Letter will be sent to the vendors. The Questionnaire, Appendix A, Appendix B, and Appendix C are available to vendors on an unsearchable web site (a sub-directory of the GCLM OFM Web Site). These documents will be available for download on the GCLM OFM Web Site (see top of this document for URL).
5. The Revised RFI Tentative Dates, because OFM Contracts has approved the documents earlier than expected, are:

Mail to Vendors + Ad by	6/23	Comment: Indicate Time Sensitive Material.
Vendor Routes to Appropriate Staff by	7/03	
Vendor Responds by	7/31	
Vendor Proposals Assessed by	8/21	
Notify Vendors by	8/21	
Schedule Vendor Demonstrations	8/22 to 9/15	
6. OFM Kick-off Meeting
  - a. An OFM kick-off meeting to discuss project funding occurred June 20. Participants in this kick-off meeting were Wolfgang Opitz, Sadie Hawkins, Allen Schmidt, Doug Beam, Rick Castro, Jim Cahill, and Theo Yu. Discussion was on a Legislative decision package or other funding, and participation of other agencies in this project. Further discussion:
    - i. The product is being acquired for CTED & Ecy. These agencies have put in the requirements. The product must meet the CTED & Ecy needs.

- ii. The Build / Buy have different implications to funding and impact to the proposed LNI contracts product.
  - b. Comment that the legislative decision package includes OFM funds.
  - c. OFM will be a customer of the new system, but implemented after CTED & Ecy.
  - d. The LNI contract system, if OFM will host, will be a temporary / interim product. This product will cease when the GCLM system is implemented.
  - e. To be determined is the LNI contract system functionality, limitations, and cost to up-grade to an enterprise system.
  - f. July 20 is a discussion of the LNI contract system with the Washington Association of Contract Specialists (WACS).
7. RFI Assessment Criteria
- a. Appendix A evaluation rating to the response columns is 4, 2, 1, 0.
  - b. Questionnaire Yes / No represents Essential / Not Essential. Rating to be determined for written (questions 1 – 12) and Yes / No (questions 13 – 84) response.

**Action Items**

Action	Assigned	Due Date
Reserve Rooms for new Vendor Demonstration dates	Rick	6/23/2006
Draft definitions of Appendix A column title words: out-of-the-box, configuration and customizable.	Kreighan	6/23/2006
Add Project Ground Rules to OFM Web Site	Doug	6/27/2006
RFI Assessment Criteria for Questionnaire written (questions 1 – 12) and Yes / No (questions 13 – 84) response	Team	6/28/2006
Send the RFI Letter to the Vendors. Put the Questionnaire, Appendix A, Appendix B, and Appendix C on the unsearchable web site. Date extended one week from 6/23 to 6/30 for Executive Steering Committee Review.	Doug	6/30/2006
Continue to Up-Date Appendix C Terms and Definitions	Team	On-Going
Distribute new Product Charter	Doug	6/30/2006